

## **REPORT TO THE COUNTY EXECUTIVE SECOND QUARTER, 2008**

### **RECREATION & ADMINISTRATIVE SERVICES**

The Recreation and Administrative Services Department submits the following report for the 2nd quarter of 2008:

- Continued to work with Civic Arena and Buildings & Grounds staff to submit a funding proposal for Dry Floor equipment for the Civic Arena to the Bangor DDA.
- Began the implementation of the new Tyler-MUNIS accounting and Human Resources system software and training.
- Involved in the initial planning of the 2008 Regional Homeland Security Full Scale Exercise to be held on September 24, 2008.
- Held a community forum at the Bay City Mall to gain public input regarding Bay County's 5 year Recreation Plan.
- Attended the quarterly Homeland Security Advisory Council meeting in Lansing.
- Met with the Spicer Group and various townships regarding the Bay County Recreation Plan update process.
- Met with staff to begin the implementation of the Walk MI-Michigan Works program sponsored by MRPA and Blue Cross & Blue Shield of Michigan.
- Attended the 2008 Emergency Management Division Homeland Security Conference.
- Attended the Microsoft Project training in the MSU lab.
- Joined Dave Gill, Retail Manager for the Civic Arena and Jeff Coupie, Director of MI Sports Unlimited in the Bay 3 TV taping of the Thunder in the Valley Olympic games to be held at the Bay County Civic Arena.
- Met with several disability service agencies to address accessibility in the various parks & trails throughout Bay County.
- Reviewed the numerous applications for the summer recreation program and Community pool positions.

- Attended a seminar on Critical Infrastructure in Midland, presented by Mr. Mike Moll.
- Conducted a few interviews for the Summer Recreation Program.
- Participated in the interview process for the Personnel & Employee Relations Director and made the appropriate recommendation.
- Attended the Cyber Security Summit in Lansing Michigan.
- Attended the presentation of the Energy Kits grant at Center Ridge Arms.
- Attended and participated in the Exercise Design Team meeting coordinated by the Emergency Management Coordinator.
- Was invited to participate in an IT panel discussion in Livonia with the Michigan Department of Information Technology.
- Attended developmental meetings regarding the placement of delinquent tax information on the county web site; Health Receivables SAMSA financial report meetings; Bay 3TV partnership meetings; Department Directors; Tyler MUNIS Committee meetings; Local Planning Team meetings; Incident Management Team meetings; Homeland Security Grant meetings; Recreation staff meetings and Administrative Services Staff meetings.

#### Buildings & Grounds

- Started construction of pole barn for the incident command trailer.
- Boarded windows in County repossessed homes.
- Total tear off and re-roof Gazebo at Pinconning Park.
- Repaired trip hazards on brick walkway at Civic Arena.
- Did remodeling in Court room #7, and #9.
- Demoed and repoured entire front curb area at the LEC.
- Installed chair rail and cabinets in Family Planning at the Health Department.
- Poured concrete sidewalk in front of Court facilities.
- Replaced 55 boards on Vets Park bleachers.
- Poured concrete in rear of LEC parking lot.

- Replaced boiler at Civic Arena.
- Relamped Civic Arena Marquees.
- Upgraded Pinconning Park Wi-Fi.
- Installed Dickson temperature recorders on Health Dept. Immunization refrigerator/freezer.
- Re-installed sump-pump @ Community Center.
- Installed projector screens in Court Room #1 and #7.
- Installed additional lighting at Fairgrounds.
- Removed and demoed old boiler @ Health Department.
- Replaced 12 camera cables between LEC and Court facilities.
- Repaired broken waterline @ Fairgrounds.
- Held annual auction and raised \$18,682.00 for the County and \$565.00 for Housing.
- Installed 4 flower pots at the Bay County Market, painted the pots, and planted the flowers.
- Mulched all around Pierre Marquette parking lot.
- Painted Court rooms #1 & #7.
- Painted back hall at the Health Department.
- Drained, painted, and filled community pool.
- Parking lot completed at Health Department and Court facility.
- 5 Maintenance staff attended area lift training.
- Rented basket lift and tested several methods for cleaning the exterior of the County building.
- Attended MAMA conference in Mt. Pleasant.

## ISD

### **Departmental Projects/Technical Projects**

- Help Desk software. Second Quarter, 2008 we have closed 391 calls. To date, we have opened 1092 Help Desk tickets since January 1<sup>st</sup>, 2008. In addition, the Help Desk application is available to all Bay County employees via the Bay County Intranet and we are encouraging the use of this valuable tracking solution for all users to issue their Help Desk tickets electronically.
- The necessary VM hardware components (servers, storage solutions and backup mechanism) have been ordered and installed on the County network. The first application installed on the new platform is the Tyler/MUNIS financial application. A time line to migrate the remaining applications are taking place in the 3<sup>rd</sup> and 4<sup>th</sup> quarter of 2008.
- The Technical Operations staff have began the next required process of migrating all users to the Microsoft Active Directory platform. This process became a necessity due to the purchase and installation of the Tyler/MUNIS application. We currently have the entire county building areas migrated and have finished the courts and prosecution offices. The sheriff department is one of the last areas that need this software loaded and besides a number of workstations within the county building and courts, the only areas that need to be migrated are the ancillary areas outside the main campus. An example would be the juvenile building.
- Upon the completion of the Microsoft AD migration, we will be in the position to entirely remove the Novell Netware operation system software and have Microsoft AD as the only avenue to access the county network. The financial benefit of this process will save the county approximately \$10,000 dollars a year in usage fees from Novell.
- A number of MUNIS activities have taken place during the 2nd Quarter of 2008. They are:
  - ▶ The application software has been delivered and installed on the county network. In addition, the verification testing as been completed and all outstanding software install issues have been resolved. The Web applications will become available and operational in the 3rd quarter of 2008.
  - ▶ The necessary conversion files have been extracted and sent to Tyler/MUNIS for a preliminary test to ensure that the file formats are readable with the Tyler/MUNIS conversion applications. We have requested an actual conversion test with the download of the converted files placed on the Tyler/MUNIS test system for verification from the Financial department. This anticipated process will take place in the third quarter of 2008. Finally, we have a FTP(File Transfer Protocol) Internet site which will automate the transfer of the pre-converted and converted

files between the two entities. This is a secure sign on/password protected venue.

- ▶ All the training with the Technical Operation staff with regards to the installation of Tyler/MUNIS has been delivered with additional training available via the Web. It should be noted that the initial training was done in a accelerated method and thus the required need for additional training before proceeding with a full rollout of the application to the entire County community.
  - ▶ The Systems and Programming staff have been assisting the Financial group with the creation of the new Chart of Accounts. Essentially, they have download the current Chart of Accounts from the iSeries and the Financial staff are in the process of expanding/modifying the data layouts to be uploaded to the Tyler/MUNIS application. The ISD staff have the conversion programs in place and are waiting on the final go ahead from the Financial staff to run the appropriate jobs to prepare for Tyler/MUNIS to upload to their application.
  - ▶ Crystal report writer is installed and functional.
  - ▶ Assisted with the installation and training of the treasurer's software application entitled Sym Pro. This software replaces an outdated Maxback software used to track the counties investments and other financial information related to their office. The data was converted and the system is running in a Live production environment. Once Tyler/MUNIS is prepared for production, the interface between Sym Pro and Tyler/MUNIS will be installed and tested for functionality to populate the financial system with the data generated in Sym Pro.
- The Cherry LAN software for document imaging is in the process of being rolled out to all departments within Bay County. The users of Cherry LAN must first attend a training session with Brian Dick and after successful training, the software will be placed on each the Cherry LAN users desktop.
  - Procedures during the 1<sup>st</sup> Quarter were developed to assist in ordering toner supplies and other miscellaneous equipment to maintain the quantity of the copies. In addition, all end-users are requested to contact the Bay County Help desk with the ideal purpose of having the capability to document and escalate the issues with the vendor IKON. Note: Due to the invoicing by IKON, it has become necessary to arrange a meeting to discuss the inadequacies of the sending of invoices to the incorrect department. This will be resolved in the coming weeks with the assistance of the IKON representative(s).
  - The New World software was upgraded from release 8.04 to release 8.06 with no major issues. This upgrade was applied to ensure that we remain at the latest level for support and functionality.
  - Day to day application activities such as generating unique reports and other general functions.

- The programming and testing of the Purchase Order size limitation has been applied to the production environment and no issues arrived once the appropriate programs were activated.
- One of the last changes to our in-house financial system is the necessity of increasing the size of the invoice number from a four character field to a five character field. This change is being applied to ensure that if an invoice number reaches 9999 limitation by year end 2008, the appropriate programming code is in place to allow the field to be a five digit field. Thus, invoice numbers may be up to 99,999.
- Numerous health department requests with changes in medical codes for billing and miscellaneous reports.
- Miscellaneous items were ordered from the requesting departments 2008 budget requests. The installation of all items are entered through the Track IT helpdesk software and scheduled for installation.

## Recreation

### Bay County Civic Arena

- The Civic Arena is having a nice pace for the summer months. Our high school, adult league, mini camps, and other events are in full swing and the participation is better than anticipated. Every thing has been running smooth and revenues are where we expected.
- One ongoing piece we are working on is the dry floor surface. The business plan will be completed to give to the DDA by the week of July 18th. The progress is going very well and we look forward to making this work.

### Bay County Community Center

- The Summer Recreation Program is in full swing and going very well. Another good turnout for the 2008 season. The kids are doing a variety of activities and keeping quite busy.
- The pool is open and things are going well. We continue to wish for good weather to fill the pool each day. The staff is doing a great job patrolling and keeping the kids safe.

### Bay County Golf Course

- The first half of the golf course season is doing exceptionally well. During a down economy where golf courses throughout the state are facing difficult times Bay County is up in every way. Many local golf courses are struggling to hold there own this season. For example The Currie Golf Course in Midland raised rates in 2008 to try and reach their goals and they are struggling. Another

example is the Bay City Country Club trying to attract members to keep their club afloat. The Country Club even offered 18 holes of golf with a cart to anyone for only \$19.00. During this time of a lull in the golf world Bay County Golf Course is prospering. Total revenue from our opening date to July 10th shows we are up 8% from 2007. A nice increase to complete the midway point of the season. The following numbers breakdown how the Golf Course is doing compared to 2007:

CLUBHOUSE: (Open to July 10th)

<b>Description:</b>	<b>2007</b>	<b>2008</b>	<b>Difference</b>	<b>% Change</b>
Total Revenue:	\$313,604.59	\$338,725.50	\$25,120.91	8% increase
Green Fees:	\$155,287.32	\$153,280.23	(\$2,007.09)	1% decrease
Cart Revenues:	\$55,662.50	\$64,711.60	\$9,049.10	16% increase
Merchandise Sales	\$8,234.86	\$20,553.74	\$12,318.88	150% increase
Clubhouse Gross Margin	\$2,391.69	\$4,702.24	\$2,310.35	97% increase
Season Pass Holders	\$81,160.00	\$85,614.00	\$4,454.00	5% increase
Clubhouse Food Sales	\$3,921.11	\$4,728.78	\$807.67	21% increase

- As the numbers show we are up in all categories except green fees. Typically that would be of concern, but what we have done is make sure each guest is spending more while they are at the Golf Course. Green Fees are on an upward trend and will still meet our budgeted numbers. Our merchandise sales have sky rocketed from 2007. Customers have commented on the new look to the clubhouse and all it has to offer. The numbers are speaking for themselves.
- Cart revenues are up 16% in large part due to the offering of Season Cart Passes. Our Golf Season Pass Holders have liked the fact they have the option to purchase a Season Cart Pass as well. It is a nice benefit to the Golf Course, because we get their money up front.
- Clubhouse food sales are up over 20% due to the golf special implemented late last season. The \$100 4-some special which gives each player a hot dog and chip at the turn has helped increase our inside food sales.
- The Snack Shop has been receiving rave reviews from its open day back in late May. Customers love the fact that it is open on a consistent basis and love the food. We have expanded the menu from just a hot dog and hamburger. Along with those we are offering bratwurst, coney dogs, chicken sandwiches, and soon to be breakfast sandwiches. The staff is doing a great job along with the new position of a snack cart. The snack cart goes out during our peak times and sells food to the guests on the golf course. It has been a great addition which

has helped increase overall sales as well. The snack shop is up 64% in total sales from 2007. We are looking forward to the rest of the season and to continue expanding to our customers needs. The following are the Snack Shop's numbers to date:

SNACK SHOP (Open to July 10th)

Month:	2007	2008	Difference	% Change
Total Sales	\$3,600.74	\$5,901.84	\$2,301.10	64% increase
May:	\$490.81	\$804.65	\$313.84	64% increase
June:	\$2,300.91	\$3,560.19	\$1,259.28	55% increase
July (to date):	\$809.02	\$1,537.00	\$727.98	90% increase

- Along with the numbers doing well, other things are happening out at the Golf Course. Two weeks ago we hosted a golf tournament in conjunction with the Bay City Country Club and the Bay City Times that was a huge success. The Bay City Times Challenge was a new tournament that began with the idea of Lee Thompson from the Bay City Times. With the help of Ed Bialek, Head Golf Professional at the Bay City Country Club and myself we had quite a unique event that boasts the best players from each golf course. Both facilities got great name recognition for 2 weeks in the Bay City Times. Articles were written each day to build up the event and great articles were written during the event. Front page of the weekend sports page was quite nice. The event is going to be an annual thing that should be better each and every year. Bay County Golf Course had over 400 spectators when we hosted the event on Sunday.
- We have had a great start to the year in terms of group business at the Golf Course. Golf outings are a great revenue maker and the chance to see some new faces at the golf course. In addition to our normal golf outings we have added additional outings that have been a great success. From bachelor parties, to family gatherings, to the 130 player CAN Counsel Golf Outing Bay County is attracting guests from all over. We have had many first time guests compliment us on having such a fine facility for the area. We are continuing to expand our group business throughout the year.
- We are now preparing for our Annual County Golf Tournament which is held the first of August. We are anticipating another great event and to continue to have a successful year.

Region 3 Homeland Security Planning Board

- The Region 3 Homeland Security Planning Board(R3HSPSB) is meeting on a monthly basis. The main goal of the has been to purchase the equipment that the R3HSPB prioritized. We are in the purchasing process of projects for communications, First Responder Safety and Critical Infrastructure Protection.



- Reimbursements have been submitted for the Jan-Apr 2008 for SHSP, LETPP and the CCP allocations from the grant. The reimbursement for May & June 2008 is in process.
- Region 3 has been given a 6 month extension, 9/30/08, on the completion of this grant.
- The contract agreement for the FY07 SHSGP has been received. SHSP in the amount of \$2,070,292, LETPP of \$1,354,975 and the Heightened Alert set aside of \$39,250 for a total of \$3,464,517. This contract runs to March 31, 2010.
- Bay County will again act as the fiduciary for 3% or \$103,935 in reimbursable expense.

## **CORPORATION COUNSEL/RISK MANAGEMENT**

- In addition to usual departmental matters, Marty Fitzhugh has been assuming the responsibilities of Interim Personnel Director with the departure of Ken Petersen from Bay County. Included in these personnel issues was participation in the interview process for newly appointed Personnel Director, Tim Quinn, whose appointment was confirmed by the Board of Commissioners..
- Corporation Counsel has been assisting Rick Brzezinski, Bay County Treasurer, in the foreclosure of property for unpaid property taxes which included a mobile home park occupied by numerous tenants.
- Jan Miner, Assistant Public Defender, has been assisting this Department in research on various issues and contract review.

## **ENVIRONMENTAL AFFAIRS/COMMUNITY DEVELOPMENT**

### **Directors Report**

- **Remonumentation:**  
 Bid request letters were sent out to local surveyors for General Land Office (GLO) corners in Bay County for the 2008 Remonumentation Program. Bid proposals were received from all five (5) surveyors for GLO corners. Bid requests went out for a total of 94 corners: 18 in Gibson Township; 22 in Mt. Forest Township; 8 in Monitor Township; 11 in Merritt Township; 17 in Hampton/Portsmouth Townships, and; 18 in Frankenlust Township.  
  
 Bid request letters were sent out to local surveyors for Global Positioning System (GPS) corners in Bay County. Bid proposals were received from four of the five surveyors for the GPS corners.

Remonumentation data entry was completed on the state data base.

There were 8 phone calls received for the Remonumentation Program.

- **Housing Rehabilitation Program:**

MSHDA Announced the Bay County Award of Grant #MSC-2008-0757-HOA in the amount of \$300,000 received on May 20<sup>th</sup>.

Work continued to update the required Third Party Administrator (TPA) Management Plan in conjunction with Mid-Michigan Community Action Agency.

Grant period 2008-2009 Program Guidelines are being updated for submission to MSHDA as part of the grant requirements.

Ten applications for the Housing Rehab program were received by the department for review and approval for participation in the 2008-09 program and forwarded to the TPA.

There were 66 phone calls received for the Housing Rehabilitation Program during the 2<sup>nd</sup> quarter.

- **Training:**

Cyndi attended the Tyler-MUNIS demonstration for vehicle and fleet reporting.

All Environmental Affairs & Community Development staff have attended Cherry LAN computer training.

Cyndi attended a training for management of the new website on June 17<sup>th</sup>.

- **Staff Meeting:**

An Environmental Affairs & Community Development division head staff meeting was held on May 16<sup>th</sup> and covered 2009 budget issues and upcoming Cherry LAN Training and Tyler-Munis.

- **Farmland Preservation Purchase of Development Rights (PDR) Program:**

Five biweekly meetings were held with the PDR Steering Committee to finalize the application selection criteria for parcels, future administrative options were reviewed for application review and processing and draft Committee bylaws were discussed.

- **Saginaw Bay Coastal Initiative (SBCI)**

Participated in two Phosphorous Work Group meetings in support of the phosphorous ordinance and proposed statewide legislation.

- **Combined Sewage Overflow (CSO) Workgroup:**

Hosted a background meeting for the upcoming Combined Sewage Overflow (CSO) Workgroup with operators of public wastewater treatment plants in Bay City, Bay County, Saginaw and Essexville (*representatives from Essexville were unable to*

*attend*) and WIN. Potential outcomes were discussed and an agreement was made on initialing the Work group in the Fall as the Phosphorus Work Group is wrapping up their efforts.

- **Natural Resource Damage Assessment (NRDA):**  
Hosted a discussion meeting on the Natural Resources Damage Assessment process with local community representatives. An agreement was reached to meet with the Trustees in order to coordinate a Bay County wide 'vision'

#### Gypsy Moth

During the past three months the staff of the Gypsy Moth Program has been busy with the following activities:

- **Population Monitoring**  
Staff members began monitoring for Gypsy Moth hatch in Mid April. Hatch was first observed on May 1, 2008 and continued through the third week of May. In addition to monitoring in known sites, staff members answered complaint calls from homeowners throughout the county. A few sites that were not sprayed have been found to have relatively large caterpillar populations but there has been no noticeable damage to the trees in these areas from the gypsy moth.  
  
All spray block areas were surveyed to determine the effectiveness of the treatment done in May. All blocks appear to have less than 25% defoliation from the gypsy moth which indicates an effective treatment. In addition, male gypsy moth monitoring traps were placed on June 30, 2008 and July 1, 2008 to gauge the health of the gypsy moth population throughout the county. These traps are placed in sections 18 and 36 of each township to create a six mile by six mile grid to evenly distribute the traps across the County.
- **Spraying**  
Spray operations were conducted the evening of Tuesday, May 19, 2008 and during the early morning hours of Wednesday, May 20, 2008. There were no problems encountered during spray operations though the spraying was split over two days due to low temperatures being predicted for the morning of the 20th. A total of 587 acres divided into 8 areas throughout Bay County were treated this year. The insecticide used was Foray 76, a *Bacillus thuringiensis* containing pesticide which has low cross species toxicity and no re-entry limitations.
- **Educational Programs**  
Program staff conducted educational programs at the Bay City State Recreation Area, Euclid Linear Park and lead interpretive walks at Pinconning County Park during May and June. We have taught over 1300 area youth and adults about gypsy moths, emerald ash borers and other insects and their role in the environment.
- **GIS/Digitizing of Spray Blocks**  
Digitizing of spray blocks was completed and refined using Arcview. These maps

were then loaded in to the applicators airplane so he could easily identify the areas to be treated.

- **Millage**

The Board of Commissioners approved placing the Gypsy Moth Millage on the August Primary per the recommendation of the Advisory Committee.

Geographic Information Systems (GIS)

- Completed 2008 Parcel Updates
- Updated several townships zoning layers
- Updated or enhanced various GIS data layer including parks, roads, water and sewer lines, and others
- Monitor Township Fire Dept. AccuGlobe GIS Setup
- Misc. GIS map requests
- Recreation Plan GIS maps
- Saginaw Bay Road End Locations maps
- GIS Tech Support for: Equalization, Drain Office, Health Department, Mosquito Control, Gypsy Moth, Monitor Twp, 9-1-1 and others
- Transferred 2005 aerial photography from CDs to network "X" hard drive.
- Transferred 2005 aerial photography from CDs to hard drive for State of Michigan use.
- Updated 2008 parcel changes per Equalization updated maps and descriptions.
- Scanned 1987 aerial photography from hard copies to digital.
- Edited sewer lines and water lines diameter and district data.
- Met with Bay City, and Bay City Electric Dept staff regarding data sharing
- Reviewed GIS web mapping site for changes required due to new county web site and switch from Resource Software to BS&A software

Transportation Planning

- Continued work on the BCATS Non-Motorized Transportation Plan
- Riverwalk Railtrail meetings
- Continued Modifications and amendments to eTIP
- Regular BCATS Tech & Policy Committee Meetings
- Collected Asset Management PASER Data with the Bay County Road Commission and City of Bay City
- RoadSoft Updates
- Review of 2007 crash data and correct incorrectly located crashes
- Updates to Traffic Count Database
- Created 2 maps of Ridge Road area for BCATS meeting.
- Scanned hard copies of MDOT traffic counts from 1990 - current to have on file as digital copies.
- Updated weekly traffic counts and added to master list.
- Completed map layout for MDOT AADT counts.
- Scanned hard copies of TIPs from 1991 - current to have on file as digital copies.
- Approved BCATS 2009 Unified Work Program
- Sent letters of support for city of Bay City safety grant and Bay County Road

Commission Category F grant.

- Held BCATS Technical and Policy meetings
- Attended Michigan Transportation Planning Assoc. Meetings in Lansing monthly

#### Mosquito Control

- Mosquito season is here and Bay County Mosquito Control is doing its best to Fight the Bite! The annual spring woodland-pool treatment program marked the beginning of BCMC's mosquito control season. Control efforts included aerial spraying (35,256 acres) using one helicopter (Clarke Mosquito Control) and two fixed-wing aircraft (Reed's Fly-On Farming), with the focus on areas near cities, towns and large developments. As successful as the operation was (over 95% mortality of monitored larvae), we're still seeing spring Aedes adults (probably through mid-July) and they can be particularly troublesome in wooded areas affecting local residents.
- Throughout the warm weather months, BCMC will be busy treating larval or adult mosquitoes originating from woodlots, floodplains, freshwater wetlands, grassy fields, wet meadows, roadside ditches, ponds, catch basins, as well as containers. We've already treated ditches county-wide twice in June due to two significant rain events and been back in woodlots treating Aedes vexans larvae. Catch basin treatment is also being repeated for the second time this season. The first treatment took place at the end of May. Surprisingly, the number of complaint calls hasn't increased as expected (knock on wood)!
- Two training sessions were held for both new and returning seasonal staff members to prepare them to test with the MDA as certified technicians. Most started working by early May and will be with us until the end of August.
- Public education efforts continued with information distributed regarding artificial containers and basic homeowner control techniques. Presentations were given at Kolb Elementary School, MacGregor Elementary School, and two summer daycares – Fremont Center and Center Plaza Daycare.
- We continue to monitor for West Nile virus this season by testing American Crows, Blue Jays, and mosquitoes in-house using the VecTest kit and by submitting bird bloods and mosquitoes to Dr. Walker's lab at MSU. Through June 26, we have tested four Blue Jays; all tested negative for WNV. Furthermore, we have tested nine Culex species mosquito pools for WNV and all were negative.
- A few other items of interest: the first of two tire drives was held June 6-7 with 2,642 tires collected; Justin has been busy this spring installing nine more GPS units in pick-ups; Jake Britton of Clarke Mosquito Control visited on May 8 to check the MMD's of ULV machines for our entire fleet (thanks again, Jake); a new Grizzly ULV machine was purchased this year and is working out great; the County has given us the green light on jazzing up our website so changes are coming!

#### Animal Control

- **Shelter Animals**

- Animal intake included five hundred and eighty-nine cats, four hundred and six dogs, and 15 other species. The second quarter animal intake was one thousand and ten animals.
- Sixty eight cats, one hundred and nine dogs, and 9 other species were adopted. Total adoptions from the shelter were one hundred and eighty-six animals.
- Four hundred and two cats, one hundred and seventy dogs, and five other species were euthanized.
- Eleven cats and one hundred and two dogs were claimed by their owners.

In comparison to the second quarter of 2007, there has been an increase of thirteen animals for 2008.

- **Field Activities**

- One thousand and one hundred and forty-eight calls resulted in field activities. The following calls represent the majority of complaints.
- Twenty-eight of those calls were after hour calls.
- One hundred and thirteen calls were for loose and aggressive dogs.
- Ninety-nine calls were for animal bites.
- One hundred and one animals were running loose and impounded.
- One hundred and fifteen were barking complaints.
- One hundred and thirty-three calls were cruelty (check animal welfare/condition) concerns.
- Three hundred and sixty calls were in regards to loose dogs.
- Sixty-eight calls were sick or injured animal reports.

In comparison to the second quarter of 2007, there has been an increase of seventy field activities for 2008.

## **FINANCE**

### **Payroll**

- Summer programs are up and running. The first payroll in April, 540 employees were paid. There were 677 employees paid on June 27.
- Worked with County auditors throughout the quarter to assist in the completion of the 2007 audit report.
- Completed 2008 annual E-4 Government Census form/survey.
- Completed Occupational Employment Study/Survey for State of MI.
- Worked with Ken Petersen and Leonard Norman regarding Dispatchers holiday pay and a draft Letter of Understanding

### **Health Insurance**

- Sent notices to retirees regarding health insurance rate changes effective 7/1/2008.

- Jan O'Leary updated County's health insurance programs with new rates effective 7/1/2008.
- Completed accounting for 2007 Blue Cross administrative services contract plan year. Established employee contribution rates that are to be effective 7/1/2008. Notified employees of same.

#### Life Insurance

- PEBS obtained life insurance quotes for Bay County. Stayed with Hartford as provider. Premiums were reduced from \$.28/\$1000 of coverage to \$.20/\$1000 of coverage, a gross savings of approximately \$13,000 per year.
- Met with PEBS and Hartford representatives regarding supplemental life insurance benefit.

#### Self Insurance Fund

- Submitted Self Insurance data to AMI Risk Managers to produce 12/31/2007 Actuarial Valuation.
- Met with representatives of Covenant Urgent Care and Redi-Med regarding medical services for Bay County employee injuries.

#### Retirement

- Input retiree health insurance rates to be effective 7/1/2008 onto Northern Trust system.
- Danean Wright completed accounting for the retirement fund as of 12/31/2007 and worked with the County auditors on same. Submitted data to actuary to begin work on 12/31/07 valuation.
- Board of Trustees established criteria for potentially Real Estate Investment Trust (REIT) manager.
- Board of Trustees approved a motion to terminate the services of Invesco due to not meeting the BCERS' investment policy benchmark and established criteria for hiring a replacement International Large Cap Value manager.

#### V.E.B.A.

- Danean Wright completed accounting for the retirement fund as of 12/31/2007 and worked with the County auditors on same.

#### 401K & 457

- Nationwide representatives Ken Kelbel & Roberta Harper attended the May 6th 401k Administrative Committee meeting to present new plan options.

### Miscellaneous

- Munis Software meetings: Internal meetings with staff developing the chart of accounts and several on site and WebX meetings with Munis project leader David Buck.
- Staff attended CherryLan training.

### Budget

- The year-end closing process was the primary focus of the budget division in the beginning of the second quarter of 2008.
- The budget division also assisted in preparation of various analyses for the transmittal letter and Management's Discussion and Analysis letter which is part of the county's Comprehensive Annual Financial Report.
- In addition, the 2009 budget process is being accelerated to accomodate the implementation of new financial software which has a scheduled January 2, 2009 go live date. Budget prepared the personnel worksheets and budget instructions for all county departments about a month ahead of the normal budget process. County departments inputted their 2009 requests through an on-line budget preparation program. In addition, departments were asked to submit program enhancements to budgets under their control on a separate form designed to better evaluate such requests.

### Accounting

- Louis Long attended the ChildCare Fund Training in Lansing on Friday June 6, 2008.
- Worked on preparation of the audit
- Staff attended training for Cherrylan
- Worked on the preparation of the Maximus Indirect Cost Report.
- Assist in the financial end of the County Auction,
- Assist/prepare budget adjustment for Marine Grant,
- Assist w/ COPS Tech Grant and ELECTRONIC Crash Grant account coding,
- Participate in MUNIS Chart of Account meetings,
- Provide outstanding debt information to County Executive,
- Complete 2007 Continuing Disclosure requirements for SIDS & NMSRS,
- Complete 2007 Municipal Finance filing requirements,
- Complete GFOA application and submission for Certificate of Achievement



## Purchasing

### Bids Awarded:

- No bids awarded this quarter

### Bids Opened:

- Cascade Air System

### Bids Prepared:

- Homeland Security Mobile Data Terminals

### Bids in Process:

- DOA Feasibility Study (Department Review)
- Homeland Security Dive Van
- Homeland Security Communications Solutions Area Planner
- Housing CCTV (Legal Review)

### Other Items:

- Continued with Tyler Munis preparatory meetings
- Finalized the purchase of Mobile Data Terminals and the installation of same for the Sheriff's Department
- Met with ISD to work on on-line travel reimbursements
- Met with new AT&T service Rep past issues resolved
- Met with Verizon rep to finalize the smart phone purchase for the Health Department
- Attended the State of Michigan's 1st Annual Conference for Public Purchasing Officers
- Met with Emergency Services to discuss the "Memo of Understanding for Debris Removal"
- Continued to work with Homeland Security Region 3 in regard to purchases and bids
- Met with DOA to discuss direction of Feasibility Study bid
- Continued monthly analysis for: cell phone usage, phone usage, gas price analysis, vehicle gas mileage, credit card spend and open purchase orders.

## **HEALTH DEPARTMENT**

### Administration

- The Health Department continues to work with the Building and Grounds Department on the final phase of the physical restructuring. Remodeling of the Family Planning Clinic is complete, as well as painting of the Laboratory and MIHP clerk's office. Remaining projects include: remodeling of the public and employee restrooms, and installation of new cabinetry, countertops and work stations in the Health Screening Clinic.
- The Management Team continues to meet with clerical staff regarding the development of the office procedure manual for all programs and clinic operations. This is part of the on-going Design Team process in the Health Department. In addition, the Health Department's policy manual continues being edited and revision in preparation for posting on the County Intranet.
- The Health Department has continued to implement the yearly programming calendar with Bay 3 TV. During first quarter, staff taped the following segments:

#### April

- "Severe Weather Awareness" by Chris Izworski and Dominic Smith
- "When Seconds Count" and "How to Survive a Tornado" National Weather Service videos provided by Chris Izworski
- "Bay County Health Department Programs Update" by Dominic Smith
- "Born to Learn" video provided by Maternal Infant Health Program (MIHP) staff
- "Overview of MIHP Program" by MIHP staff

Community Billboard: Event information on E-Waste and Medicine Collection

Community Billboard: Services provided by the Laboratory

#### May

- "Overview of Health Screening Clinic Program" by Health Screening Clinic Staff
- "It's in Your Hands" and "Taking Charge of Your Life: Magic Johnson Story" videos provided by Health Screening Clinic staff

#### June

- Re-aired "Taking Charge of Your Life"
- Re-aired "When Seconds Count"

The Health Director provided written correspondence to U.S. Representative Dale Kildee requesting his assistance with contacting Speaker Pelosi and Appropriations Chairman

David Obey to encourage a moratorium on Medicaid regulations included in the Iraq War Supplemental Spending Bill.

Meetings/Trainings attended by Health Director:

- Monthly Health Department Meetings
- Bi-Monthly Health Department Management Team Meetings
- Monthly Department Head Meetings
- Attended monthly Michigan Association of Local Public Health (MALPH) Board meetings in Lansing, and participated in MALPH's State/Local Preparedness Workgroup and the Accreditation Quality Improvement Process (AQIP) Workgroup.
- Attended bi-monthly Human Services Collaborative Council (HSCC) Board and Steering Committee meetings in Bay City
- Attended monthly Nathan Weidner Child Advocacy Board Meetings
- Attended Bay Health Plan Board Meetings
- Attended "Public Health Week Conference " hosted by Genesee County Health Department
- Attended the 2008 Homeland Security Conference
- Attended the Region VII Area Agency on Aging Annual Board Meeting
- Met with the Saginaw County and Midland County Health Officers to explore ways to collaborate on various projects/programs
- Attended the WIC EBT meeting
- Attended FEMA IS 400 Training
- Attended both the Division on Aging and Health Department Staff Appreciation luncheons
- Attended the Tyler Munis Informational Session
- Participated in two Public Health Emergency Preparedness Drills
- Attended CherryLan Editor Training
- Attended the Great Start Collaborative meeting
- Teleconferenced with University of Chicago School of Public Health Leadership Institute Fellows regarding abstract for the upcoming American Public Health Association Conference presentation
- Attended the Region 3 Mass Fatality Conference

### Children's Special Health Care Services (CHCS)

- Marilyn Laurus, R.N., and Judy McGee participated in a teleconference for updates and sharing of information for CSHCS on May 21, 2008.
- Laura Weiler, R.N., and Judy McGee participated in a teleconference for CSHCS on June 18, 2008.
- During this quarter, 21 families have participated in a nursing Plan of Care and six Nursing Case Management Services have been provided.

### Division on Aging (DOA)

- A total of 29 people signed up for the Winter Osteoporosis Strength Exercise Classes.
- A program on the tax clinics was taped for Bay-3 TV in January, including representatives of RSVP and the VITA program. Flyers on the tax clinics were distributed to all Dining Centers. Additional walk-in clinics have been planned to address the economic stimulus program.
- Articles about reducing waste and the importance of confidentiality in donations at the Senior Dining Centers were included in the January issue of the Wonderful Times newsletter.
- A dinner theatre program, Grease, was held on March 5 in cooperation with Essexville Garber High School.
- Results of the Fall customer satisfaction survey were tabulated, and summary articles were published in the Wonderful Times newsletter.
- The subcommittee for the Senior Task Force met in February and March to complete the health segment of the Community for a Lifetime project.
- Grant requests were submitted to United Way of Bay County for emergency meals for Dining Center participants and for a senior independence project to expand home repairs and to increase education and awareness of transportation services.
- A Winter Snow Ball with musician Jim Lepeak was held January 29 at Williams Senior Dining Center.
- Region VII Area Agency on Aging completed the on-site assessment March 12 and 13; the report should be issued shortly.
- The Hampton Township Board made arrangements for a number of physical improvements at Hampton Senior Dining Center. An Open House was scheduled for March 13 for seniors, members of the public, and elected officials to see the improvements.

### Emergency Preparedness (EP) and Management

Meetings/Trainings Attended/Hosted by the Emergency Preparedness Staff:

## April

- Attended Genesee County's Public Health Week Conference
- Attended Great Lakes Homeland Security Training Conference (Barb/Joel/Melissa/Chris)
- Attended National Weather Service EMC Conference (Chris/Dominic)

### Emergency Management Coordinator Specific Activities:

- Promoted Severe Weather Awareness Week
- Attended HSEEP Training
- Met with Delta College regarding reinstallation of their Siren
- Attended Regional Resource Committee Meeting
- Met with 911 Director regarding 800 MHz radio placement per LPT direction
- Updated Incident Command Trailer Standard Operating Procedures (SOP)
- Inventoried Incident Command Trailer (ICT)
- Deployed ICT to Beaver Fire and Conducted ICT training
- Coordinated Severe Weather Spotter Training
- Coordinated Joint Information Center (JIC) phone lines and storage cabinet
- Met with 911 to discuss backup EOC and PSAC
- Worked on LEPC Plans

### Health Educator Specific Activities:

- Assisted with Press Releases and actual function of Environmental Health's e-Waste and Medical
- Waste disposals
- Provided Hand washing Presentation at Linwood Elementary School

## May

- Met with American Red Cross regarding Public Health involvement with ARC Shelters
- Performed required Public Health Workplan Grant Drills
- Attended one-day training in Lansing titled: "Active Duty: Making Data, Policy & Politics Work for Public Health" (Melissa)

- Attended MDCH Communicable Disease Conference
- LEPC Meeting

#### Emergency Management Coordinator Specific Activities:

- Evaluated School Lock Down Drill
- Attending special Regional Resource Strategic Planning Meeting
- Met with Tri-County Emergency Managers
- Attended 911 Tech Committee Meeting
- Developed Exercise Plan Book for FSE (Full Scale Exercise)
- Updated EOC Call down List
- Developed new Emergency Wallet Card
- Conducted Mid Term Planning Meeting for FSE
- Attended Regional Resource Committee Meeting
- Attended Down Stream Danger Mid Team Planning Conference
- GEO Coded Resources in E Team
- Developed Severe Weather Procedures for the BCHD
- Completed three section of the Bay County Hazard Analysis
- Met with GIS to discuss role in upcoming Full Scale Exercise
- Evaluated Midland County E-Team Drill
- Attended Regional Board Meeting
- Coordinated and Scheduled “Our Town” Table Top for August 11 and 12

#### Health Educator Specific Activities:

- BCHD Services & Programs Presentation at Michigan Works!
- Attended “Designing Healthy Livable Communities” Conference in Lansing

#### June

- Community Outreach at BRMC’s EMS Open House
- Performed required Public Health Workplan Grant Drills
- Bay County Website Update Training (Dominic/Wendy)
- Attended TRANSCAER Training (Chris/Dominic/Wendy)

#### Emergency Management Coordinator Specific Activities:

- Met with Midland County to discuss full scale exercise
- Attended Regional Board Meeting
- Attended 911 Advisory Meeting
- Acted as Controller for Down Stream Danger 08 Exercise.
- Attended Regional Planning Committee Meeting
- Worked on Bay County Hazard Analysis
- Started development of EAP for Bay County Facilities
- Attended Mass Fatalities Conference
- Provided Mosquito Control access to Severe Weather Training

#### Health Educator Specific Activities:

- Assisted with Press Releases/HIV Awareness Outreach
- Attended Lead Grant Meetings with Joel in Saginaw

Attended the following monthly meetings (Melissa and/or Chris) throughout this quarter:

- Region 3 HPN Advisory Committee Meeting
- Region 3 HPN Planning Board Meeting
- Region 3 EPC Meeting
- Bay County Full-Scale Exercise Planning Meetings
- Region 3 HSPB Exercise Sub-committee Meeting
- 3rd District Emergency Management Coordinators Meeting
- Bay County Fire Chiefs/Firefighters Association Meeting
- Region 3 HSPB Meeting
- NEHC Plan Planning Meetings
- Participated in monthly 800 MHz radio drills for MDCH OPHP, Region 3 HPN, & 3rd District Emergency Management
- All EP Division staff trained in CherryLan

#### Health Educator's Participation in Employee Wellness Planning Meetings:

- Employee Wellness Meetings w/ Julie: 4/30, 5/1, 5/14, 5/28, 6/4

- Employee Wellness Steering Team Meetings: 5/9, 5/12

**Acronyms:**

BRMC = Bay Regional Medical Center	ISD = Intermediate School District
EPC = Emergency Preparedness Coordinator	LEPC = Local Emergency Planning Team
EMC = Emergency Management Coordinator	LPT = Local Planning Team
HSPB = Homeland Security Planning Board	HPN = Healthcare Preparedness Network
MEMS = Modular Emergency Medical System	NEHC = Neighborhood Emergency Help Center
MIHAN = Michigan Health Alert Network	SOP = Standard Operating Procedure
JIC = Joint Information Center	ARC = American Red Cross
PSAC = Public Safety Answering Center	GEO = Abbreviation for Geographical
GIS = Geographic Information Systems	EAP = Emergency Action Plan
HSEEP = Homeland Security Exercise and Evaluation Program	TRANSCAER = TRANSportation Community Awareness
MSP EMHSD = Michigan State Police Emergency Management and Emergency Response & Homeland Security Division	MDCH OPHP = Michigan Dept. Of Community Health Office of Public Health Preparedness

### Environmental Health (EH) Division

- Beginning the week of May 27, 2008, the EH Division kicked-off the 2008 Bathing Beach/Surface Water Quality Monitoring Program. This year's program consists of a total of eight sampling stations. Five of the stations are located on the Saginaw Bay, two stations are located on the Saginaw River, and one station is located on the Kawkawlin River.
- All stations are being sampled on a weekly basis and all samples are being submitted to the Health Department Laboratory for bacteriological analysis.
- On June 24, the Health Department issued a Public Health Advisory recommending the public avoid total body contact recreational activities on the Kawkawlin River due to elevated bacteriological water levels that exceed the State of Michigan standard. Test results have determined that the bacteriological water quality at all other sampling stations meet the requirements of the standard.

\*These are Preliminary Numbers That Are Subject to Change

\*\*N/A=Not available at time of report



<b>FOOD SERVICE</b>		<b>WELL, SEPTIC, &amp; MISC.</b>	
Fixed Food Est. Inspections	174	Number of Parcels Evaluated	N/A **
Mobile, Vending & STFU Inspections	1	Number of On-Site Sewage Disposal Permits Issued	30
Temporary Food Inspections	42	Number of Alternative/Engineered Sewage Systems Approved	N/A **
Follow Up Inspections	11	Number of Failed System Evaluations Conducted	N/A **
Number of Plan Review Applications Submitted	1	Number of Complaints Regarding Sewage Investigated	N/A **
Number of Plan Reviews Completed	2	Number of Well Permits Issued	32
Consumer Complaints Investigated	16	Number of Abandoned Wells Plugged	N/A **
Foodborne Illness Complaints Investigated	0	Number of FIA Related Inspections Completed (Day Cares, AFC Homes, Etc.)	N/A **
		Facility Swimming Pool and Spa Inspections Completed	18

#### Family Planning

Number of unduplicated persons receiving services: 602

Number of encounters: 610

#### Health Screening Clinic

Clients tested for STD: 140

Clients tested for HIV: 95

#### Hearing and Vision Program

##### Vision Screening

Preschool (3-5yrs) children screened: 921

Passed/ referred/ seen by an eye Dr: 849/ 66/ 40

##### Hearing Screening

Preschool (3-5yrs) children screened: 945

Passed/ referred/ seen by Dr: 904/ 35/ 20

### Immunization Clinic

Vaccination Type	Number Administered	Vaccination Type	Number Administered
DTaP	75	Varicella	77
Td	9	Pneumococcal Conjugate (PCV7)	120
Tdap	53	Pneumonia PPV 23	3
Hib	86	Hep A (Pediatric)	101
Meningococcal Conjugate	49	Hep A (Adult)	22
HPV	81	DTaP-Hep B-IPV	73
Hib Hep B	1	Hep A / Hep B	24
Hep B (Pediatric)	8	Rotavirus	46
Hep B (adult)	30	Zostavax	36
IPV Dose	53	Influenza	1
MMR	63	TB Testing	155
MMRV	0	<b>TOTAL</b>	<b>1166</b>

### Laboratory

Number of Clients		Number of Tests	
April	369	April	537
May	322	May	511
June	520	June	698
<b>TOTAL</b>	<b>1211</b>	<b>TOTAL</b>	<b>1746</b>

### Lead Program

Funding for this program is provided through the Bay City Public Schools PIE Grant

Number of home visits:	2	Lead cases now below 10 ug/dL :	12
Number of visits canceled:	1	Lead cases closed:	1
Mailings sent:	100	Phone calls to families:	120

Lead screening tests performed: 153      Phone calls to Physicians      13

Lead cases above 10 ug/dL:      9

Education provided to parents      Office appointments for education  
/guardians of children with lead      for parents/guardians regarding lead:      4

levels 5-9 ug/dL :      9

Lead & Hgb results faxed  
to Physicians:      139

Trainings Attended by Lead Program Nurse:

- Lead Conference Lansing
- Lead Care II retraining

Additional Activities Performed by Lead Program Nurse:

- Follow lead cases & document in Stellar Program
- Consult with Environmental Health staff regarding lead results
- Follow up with high capillary leads for venous results
- Lead & Hgb Reports provided to Head Start
- Reports to physician
- Record Lead & Hgb results
- Stellar Batch Reports
- Update Lead & Product Recall Books in waiting room
- Order educational information & supplies for Mobile Lead Clinic
- Track children in need of lead testing or that have had lead test and are behind on Immunizations through Stellar/MCIR for Mobile Lead Clinic
- Collaborate with WIC & Immunization Programs for no opportunity missed (134 children tracked)

#### Maternal and Child Health Services

- The goal of the Maternal Infant Health Program (MIHP) is to educate and support pregnant Bay County women and new mothers.
- Summer is upon us. The MIHP has received 133 infant and maternal referrals. Of these referrals, 29 infant and 37 maternal support clients were enrolled, in addition to the 177 clients already participating in the Maternal Infant Health Program. There were a total of 61 maternal screens completed and 59% of these women were helped with obtaining Medicaid coverage for a healthy pregnancy.

- In April, the Maternal Infant Health Program participated in the Annual Community Baby Shower. Approximately 120 families attended and were offered information regarding Medicaid Outreach Services, such as Lead Screening, Immunizations, Family Planning and Women, Infants and Children (WIC) Program.
- The nurse, dietician, and social worker attended a one-day workshop in May at the Saginaw ISD called "Cultural Diversity". In June, the MIHP staff attended a 2-day "Healthy Babies-Health Mothers" seminar.

#### Women's Infants and Children's (WIC) Program

	New	Recertification	Reinstate	Infant Eval	High Risk	Nutrition Education	Bulletin Board	Internet Education	TOTAL	Lead Eligible	Lead Check Done	Lead Check Done at Doctor Office	Lead Check Refused
April	90	322	72	65	24	33	93	53	752	53	30	18	5
May	111	285	62	54	22	34	77	47	692	26	13	11	2
June	108	269	53	43	30	40	93	51	687	24	16	7	1
<b>Total</b>	309	876	187	162	76	107	263	151	2131	103	59	36	8

#### HOUSING

- Once the weather broke, Center Ridge Arms was able to install the extension to our sidewalk. The sidewalk extension has added approximately 1/4 mile of sidewalk in the back of the building. Residents were thrilled to have a safe walking area and have been utilizing the sidewalk on a regular basis. We have also installed benches on the two furthest corners, plus bird feeders. Landscaping of the area will be the next project.
- Spring is always a busy time around here as planters get hauled out, flower beds get prepped for the season and a general outside clean-up is done. We were able to remove several items from our garage for the county auction. The director attended the spring conference of the Michigan Housing Directors in Traverse

City. This was a combined conference with the Michigan chapter of NAHRO, (National Association of Housing & Redevelopment Officials).

- In May, office staff attended a seminar at Delta College designed for people providing programs and service for the senior population. The presenter was Dr. David Demko, a leading specialist in the scientific study of the biological, psychological and social aspects of aging.
- In June we received delivery of the energy saving kits provided by a grant awarded to Michigan GREEN. The kits, specifically designed for apartments, contained compact fluorescent lamps, LED nightlights, energy/water saving showerheads and faucet flow moderators. We expect to have the kits installed in every apartment by the end of the year.

## **MSU EXTENSION**

The following programs are highlighted for this quarter. Many are accomplished in collaboration with other departments or organizations with MSU Extension taking leadership.

- **Agriculture and Natural Resources** – The Master Gardener volunteers participated in a Fun Fair this April. This event provided the Master Gardener volunteers and the Bay Area Master Gardener Association the opportunity to meet as a group to identify the 2008 volunteer projects list, introduce the project leaders, and talk about other volunteer horticulture educational events in the new season. It also provided new volunteer trainees a chance to learn about volunteering, how they record their hours online, and what the Bay Area Master Gardener Association is all about. Free educational materials and prizes made the well attended evening a success. May and June start the “digging in the dirt” volunteer projects, like plant the Bay County Building, the Women’s Center, and the MDOT I-75 rest stop at Linwood. The Bay Area Master Gardener Association continued their volunteer work on the two large projects at the Veterans Memorial Park in Bay City, in cooperation the the Bay City Garden Club. Both gardens, the Veterans and Vietnam memorials, were showcased on the Bay City Garden Club’s garden walk in June. Also, Master Gardener volunteers again were asked by the Bay City Garden Club to be docents (guides) at this year’s garden walk.
- **Children, Youth, and Family Programs: Family Consumer Sciences, Family Nutrition Program, and Breast Feeding Initiative** – A total of 61 home visits delivered parenting education to families in Bay County in the second quarter, most of those families participate in the Healthy Toddler research program. In cooperation with the YWCA, five participants successfully completed the Family Enrichment program. In April MSU Extension Family Consumer Sciences staff participated in Bay Regional Medical Center’s annual Community Baby Shower and Bay Arenac ISD’s Hands-On Activity Fair.
- Eight-six participants - adults, seniors, and children - completed the nutrition education series under the FNP (Family Nutrition Program) in the second quarter.

The nutrition lessons are held at a variety of venues: in the participant's home, Work First, at the Bay County Juvenile Home, the Bay County Health Department, the YWCA, and Salvation Army. MSU Extension and Bay County WIC began work in the second quarter to once again offer the Project FRESH coupon program to qualifying area families. It is anticipated that 215 WIC participants will receive \$20 each in coupons to purchase Michigan-grown fresh fruits and vegetables at designated farm markets in the 2008 growing season.

- Under FNP, the breastfeeding peer counselors made 415 direct contacts through home visits, phone calls, and WIC client visits. Working with the Breastfeeding Coalition, MSU Extension staff began work on a event schedule to again provide the Rock 'n Rest tent. Rock 'n Rest tents provide a baby feeding and changing space for moms and dads free of charge at several festivals over the summer season.
- Better Kid Care programming was delivered to 164 daycare providers, daycare center staff, and preschool teachers in the second quarter, for a total of 328 unit hours of continuing education received. Also, three participants completed the 36-hour Better Kid Care child care training in the second quarter.
- **Children, Youth, and Family Programs: 4-H Youth Programs** – Connecting our community and educating through an agriculture program called 'Harvest for All' was the goal of Bay County Farm Bureau and Bay County 4-H. Bay County 4-H was approached with an opportunity to work with Bay County Farm Bureau on the Harvest for All community service project. Earlier in the year, some members of the Farm Bureau group supplied and served a meal at the Good Samaritan Rescue Mission in Bay City. It was there that Bay County Farm Bureau members became aware of the need to share the bounty from their farms and fields. They were well aware that without the support of knowledgeable mentors, these young leaders of tomorrow's agriculture may not succeed in carrying on the knowledge necessary to feed and clothe our nation and the world around it.
- As part of the Harvest for All project, in May a select number of 4-H clubs were identified that were able to raise small livestock – Country Cousins Critters and Kids, Crump Castaways, Barnyard Grazers and the Imaginables. The Bay County Farm Bureau group supplied 25 newly hatched chicks to each club. Tom Armstrong at Hemlock Elevator and Kent Feed donated all the feed necessary for the chickens to reach adult maturity at eight weeks. Members of the Farm Bureau provided specific instructions to the 4-H members to educate them on bedding, heat, water, feed, space requirements, and protection of the animals. Farm Bureau volunteers also made regular visits to each club's site to provide answers to any questions that they had. In the end, 75 chickens for a total of 356 pounds of poultry were donated, which is food for almost 900 people. Mission Director Dan Streeter of the Good Samaritan Rescue Mission commented that they are "extremely thankful for the efforts of these young people for taking the time to invest to help people in need in a difficult time in their life. The chickens will go directly toward providing meals for our residents during their stay." The

mission currently averages 50 residents per night and serves three meals per day to each resident.

- Non-traditional programming efforts were plentiful this quarter. 4-H was able to offer several new programs to community partners. They include:
  - ▶ Bay County Boy's and Girl's Club Drug March
  - ▶ Bay County Boy's and Girl's Club Programming
  - ▶ Juvenile Home Life Skills Program
  - ▶ MacGregor Reading Garden Grant
  - ▶ Do-All Reality Store Educational Program
- There were also several events that occurred in traditional 4-H programming efforts over the second quarter of 2008. They include:
  - ▶ Cooperation with Bay County Fair Board to hold fundraising events
  - ▶ 4-H Advisory Council fundraising events
  - ▶ Horsemanship for Handicappers spring program
  - ▶ Cloverbud Camp
  - ▶ 4-H Spring Conference
  - ▶ Horse Barn Equifoam delivery
  - ▶ Blue Ribbon Training
  - ▶ Horse Council Shaggy Spring Fling Horse Show
- The Bay County Fair and Youth Exposition is fast approaching. The family fair will be a wonderful opportunity for area residents to enjoy rides, animals, 4-H exhibits, derbies, family attractions, and much more. The fair will take place August 5-9, 2008, at the Bay County Fairgrounds. Everyone is encouraged to come to the Bay County 4-H Livestock Association Auction on August 7, 2008.

## **PERSONNEL & EMPLOYEE RELATIONS**

- The second quarter proved to be a busy one for Personnel Department staff with the summer departmental hiring in full swing. Seasonal vacancies were posted and filled following all of the proper steps and procedures, including drug, tb and background testing as well as the necessary paper work. Over 100 part-time seasonal employees were added to Bay County employment between April and June.

- The Personnel Department also said good bye to Personnel Director, Ken Petersen on May 16<sup>th</sup>. The vacancy was posted and advertised state-wide and interviews were conducted early in June.
- In addition to the Personnel Director vacancy, other positions were posted and filled with the Division on Aging, Sheriff's Department, Clerk's Office, Central Dispatch, Register of Deeds and the Health Department.

#### Training Coordinator

- Employee Health Steering Team - Completed the recommendations developed by the Employee Health Steering Team. Continue to research stress as a precursor to illness.
- Trained Responder Postings - Completed postings showing Trained Responders for the Automated External Defibrillators.
- Intranet News - Continue to post news information for employees on the intranet.
- Unemployment - Continue to monitor and respond to unemployment claims in effort to save money for the county.
- United Way - Developing plans for the United Way campaign.

#### **9-1-1**

- Bay County Central Dispatch has two new dispatchers. Susan Johnson and Ken Leinaar are currently in the training program. Susan and Ken are on different work teams assigned with trainers and the trainers monitor call taking and dispatching. Some other training issues include county geography, the Law Enforcement Information System, radio procedures and operating procedures for not only Bay County Central Dispatch but also the responding agencies we work with on a daily basis. We wish both of them well in their new endeavors. Our goal is full staffing and we will be training one more dispatcher after Susan and Ken complete their training. Shannon Clifford recently completed her training and is now able to work alone.
- The LEIN channel 4 transmitter project is finally up and running. That transmitter is located on the Whitefeather Tower. It will allow officers the ability to run their LEIN traffic in a more efficient manner. We now have a LEIN South and LEIN North Channel. Our officers that are working in the northern part of Bay County can now transmit and receive more efficiently and that is important for officer and citizen safety.
- The request of a complete radio upgrade in Central Dispatch and the Backup Center has been approved. The newer radios will have far better interoperability features. There will be six new dispatch console positions at Main Dispatch and three stand alone dispatch console positions at Backup Dispatch. Hopefully, the project can be completed yet this year. The current radios at Central Dispatch are



very close to completing one decade of continuous use, 24 hours a day every day.

- We now have approval to move our Backup Dispatch Center in Bangor Township. The current location is not large enough to serve our needs, in the event we have to operate out of the Backup Center for any length of time. The approval includes renovation to an existing building as well as moving existing equipment. There are also some new equipment purchases. We will have three dispatch positions at the new Backup Dispatch Center.
- A request for an upgrade to our voice logging system was also approved. The new upgrade provides us with state of the art recording of our 9-1-1 lines, administration lines and radio channels, including the 800 MHz channel. The DSS Equature E-911 Multi-Channel Digital Recorder was specifically designed as a unified communications solution for public safety.
- Ryan Gale was named a recipient of the 2008 Crime Victims Community Awareness Award. He assisted a rape victim during the commission of the crime. Ryan answered a 9-1-1 call from the victim and did a fantastic job. The annual award is presented to non-law enforcement members of our community who have made a difference in the lives of Bay County crime victims. Ryan Gale is a supervisor on one of our night dispatch work teams.

**No Report Submitted:**

- Juvenile Home
- Criminal Defense
- Public Defender